

**Important information about this form:**

- Before completing this form, carefully read the **Program Description & Participation Agreement**.
- An eligible person can only have one ABLE account open at any time.
- There can only be one Authorized Legal Representative managing an account at any time.
- Fill out the **Bank Add/Change Request Form** to make updates to the banking information if it's affected by changing the Authorized Legal Representative.
- A Medallion Signature Guarantee is required for the new and resigning Authorized Legal Representative. If the resigning Authorized Legal Representative is deceased or incapacitated please provide a Death Certificate or proof of incapacitation instead.
- Type or print clearly in black ink, and do not staple the pages.

**Need help?**

Give us a call Monday – Friday  
from 8am – 7pm CT at  
**1-833-711-2253**

Individuals with speech or hearing disabilities may dial **711** to access Telecommunications Relay Service (TRS) from a telephone or TTY.

**Mail the form to:**

Alabama ABLE  
P.O. Box 9894  
Providence, RI 02940-8094

**Overnight Mail:**

Alabama ABLE  
4400 Computer Drive  
Westborough, MA 01581

## 1 ABLE account information

\_\_\_\_\_  
Name of the Beneficiary on the ABLE account (First and last)

\_\_\_\_ \_ - \_\_\_\_ \_ - \_\_\_\_ \_  
Beneficiary's Social Security or Taxpayer Identification Number

\_\_\_\_ \_ - \_\_\_\_ \_ - \_\_\_\_ \_  
Alabama ABLE account number

## 2 Reason for changing Authorized Legal Representative

(Please select one)

- ☐ Resignation of Authorized Legal Representative (e.g. divorce, relocation, incarceration, etc.)  
(Signatures are required for the resigning and the new Authorized Legal Representative in **Steps 8 – 10**)
- ☐ Authorized Legal Representative is deceased or incapacitated  
(A Death Certificate or proof of incapacitation and signature of the new Authorized Legal Representative are required in **Steps 8 – 10**)



### 3 Resigning Authorized Legal Representative information

If the Authorized Legal Representative is deceased or incapacitated, please complete this step and provide a Death Certificate or proof of incapacitation instead of a signature in **Step 9**.

\_\_\_\_\_  
Name (First and last)

\_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_  
Date of birth (mm/dd/yyyy)

\_\_\_ \_\_\_ - \_\_\_ \_\_\_ - \_\_\_ \_\_\_  
Social Security or Taxpayer Identification Number

### 4 New Authorized Legal Representative information

If an Authorized Legal Representative is managing the account for a Beneficiary over the age of 18, they must also fill out the **Verify Relationship Form** in addition to this form.

\_\_\_\_\_  
Name (First and last)

**Relationship to the Beneficiary** (Please select one)

I certify under the penalties of perjury that I am the Beneficiary's:

☐

**Power of Attorney**

I have the Power of Attorney to open and manage an ABL account for the Beneficiary.

☐

**Parent / Legal Guardian**

The Beneficiary does not have a Power of Attorney pertaining to this ABL account, and I am their parent or legal guardian.

☐

**Conservator**

The Beneficiary does not have a Power of Attorney pertaining to this ABL account, and I have been appointed conservator.



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\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**Date of birth** (mm/dd/yyyy)

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
**Social Security or Taxpayer Identification Number**

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
**Telephone number**

**Residential address**

No P.O. boxes are accepted for a residential address.

\_\_\_\_\_  
**Street address 1**

\_\_\_\_\_  
**Street address 2**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
**ZIP Code**



### 5 Communication preferences

#### Mailing address

P.O. boxes are accepted for a mailing address.

- ☐ Use the Authorized Legal Representative's residential address as the mailing address  
(Leave address information below blank))

Street address 1

Street address 2

City

State

ZIP Code

Email

#### Choose how you want to receive statements and tax forms for all the accounts you manage

(Please select one)

- ☐ Send digital tax forms, account information and quarterly statements by email  
(Please answer **Step 5A** below)
- ☐ Send digital quarterly statements and account information by email, but send tax forms by U.S. mail\*  
(Please answer **Step 5A** below)
- ☐ Send quarterly statements, account information and tax forms by U.S. mail\*  
(You'll be charged \$10 per account, per year)

- **A** **What email address should we use?**  
Answer if you've chosen to receive items by email

Email

\* All documents sent by U.S. mail will be mailed to the account's mailing address.



### 6 Work information of Authorized Legal Representative

Providing employment information will help us understand how the account is being funded.

What is the Authorized Legal Representative's work status? (Please select one)

- ☐ Employed      ☐ Self-Employed      ☐ Retired or Not Working

#### A What's your occupation (Please select one)

Answer if **employed** or **self-employed**:

- |   |   |
|---|---|
| <input type="radio"/> Accounting/Auditing               | <input type="radio"/> Hospitality/Food                        |
| <input type="radio"/> Admin/Clerical                    | <input type="radio"/> Independent Investor                    |
| <input type="radio"/> Art/Antiques Dealer               | <input type="radio"/> Information Technology                  |
| <input type="radio"/> Banking Professional              | <input type="radio"/> Insurance                               |
| <input type="radio"/> Car/Boat/Airplane Dealer          | <input type="radio"/> Legal Services                          |
| <input type="radio"/> Casino/Gaming                     | <input type="radio"/> Manufacturing/Production                |
| <input type="radio"/> Construction/Skilled Trade        | <input type="radio"/> Nonprofit Executive                     |
| <input type="radio"/> Creative/Design/<br>Architectural | <input type="radio"/> Operations                              |
| <input type="radio"/> Defense/Military                  | <input type="radio"/> Other:                                  |
| <input type="radio"/> Editorial/Writing/Publishing      | <div>_____</div> <div>(Please write in your occupation)</div> |
| <input type="radio"/> Education                         | <input type="radio"/> Public Service                          |
| <input type="radio"/> Elected Official/Embassy          | <input type="radio"/> Retail/Sales/Real Estate                |
| <input type="radio"/> Engineering/Science/R&D           | <input type="radio"/> Student                                 |
| <input type="radio"/> Entertainment/Sports/Arts         | <input type="radio"/> Transportation/<br>Warehousing          |
| <input type="radio"/> Financial Services                |   |
| <input type="radio"/> Health Care Professional          |   |

#### B Please choose all of your sources of income (Select all that apply)

Answer if **retired** or **not working**:

- ☐ Retirement Savings
- ☐ Spousal Support
- ☐ Social Security or Pension
- ☐ Other Government Services
- ☐ Other:

\_\_\_\_\_  
(Please write in all other sources)



### 7 Verify your identity

The new Authorized Legal Representative must provide identification. If the Beneficiary has reached the age of 18 since opening the account, they must also provide identification in this step.

#### How to provide identification

##### Acceptable ID Documentation

###### Option A

Include a copy of a Department of Motor Vehicles State ID

###### Option B

Include a copy of both your Social Security card and your birth certificate

To help the government fight the funding of terrorism and money laundering, federal law requires us to obtain certain personal information: your name, address, date of birth, and Social Security number or taxpayer identification number and other information that will allow us to verify your identity. If we are unable to verify your identity, we may have to close your account or take other steps we think are necessary.



### 8 Sign the form

By signing below, I am agreeing to the terms and conditions set forth below and in the **Program Description & Participation Agreement**. I understand and agree that those documents govern all aspects of this Account and are incorporated herein by reference.

I will retain a copy of the **Program Description & Participation Agreement** for my records. I understand that the Alabama ALE program may, from time to time, amend the **Program Description & Participation Agreement**, and I understand and agree that I will be subject to the terms of those amendments.

I certify that all of the information provided by me on this form is, and all information provided by me in the future will be, true, complete and correct and I authorize the Program to open this Account based upon this information.

Additionally, I certify under penalty of perjury:

- The Beneficiary's disability or blindness is expected to result in death or has lasted, or can be expected to last for a continuous period of not less than 12 months and that I will notify the Program of any change to the status of the beneficiary's disability or blindness (including any potential cure or remission of such disability or blindness) promptly upon such occurrence.
- I'm either a parent, a legal guardian, or have Power of Attorney, which makes me an Authorized Legal Representative. I am authorized to act on the Beneficiary's behalf in opening and managing the Account and that this Account is in the best interest of the Beneficiary.

The resigning Authorized Legal Representative must sign below with the new Authorized Legal Representative. If the resigning Authorized Legal Representative is deceased or incapacitated, no signature is required and a Death Certificate or proof of incapacitation must be provided to the Guarantor of the Medallion Signature Guarantee in **Step 9**.

If applicable — Did you include the **Verify Relationship Form** if the Beneficiary is over the age of 18 mentioned in **Step 4**?

☐

Yes

☐

No

☐

N/A

\_\_\_\_\_  
Signature of resigning Authorized Legal Representative

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Signature of new Authorized Legal Representative

\_\_\_\_\_  
Date (mm/dd/yyyy)



9

### A Medallion Signature Guarantee is required for a resigning Authorized Legal Representative — If applicable

If the resigning Authorized Legal Representative is deceased or incapacitated, a Death Certificate or proof of incapacitation must be provided to the Guarantor of the Medallion Signature Guarantee.

**Keep in mind that:**

- You're providing the following information as underwritten certification that your signature is genuine.
- You can get a Medallion Signature Guarantee from an authorized officer of a bank, broker, or other qualified financial institution. A notary public doesn't qualify, and you cannot guarantee your own signature. You may be required to provide proof of your authority to act on behalf of the ABE account.
- Only sign if you are in the presence of an authorized officer providing the Medallion Signature Guarantee.

I certify that the information provided herein is true and complete in all respects, and that I have read and understand, consent, and agree to all the terms and conditions of the **Program Description & Participation Agreement**

\_\_\_\_\_  
Signature of resigning Authorized Legal Representative  
(unless deceased or incapacitated)

\_\_\_\_\_  
Signature Guarantor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Date (mm/dd/yyyy)

**Have the Authorized Officer stamp here**





### 10 A Medallion Signature Guarantee is required for a new Authorized Legal Representative

Keep in mind that:

- You're providing the following information as underwritten certification that your signature is genuine.
- You can get a Medallion Signature Guarantee from an authorized officer of a bank, broker, or other qualified financial institution. A notary public doesn't qualify, and you cannot guarantee your own signature. You may be required to provide proof of your authority to act on behalf of the ALE account.
- Only sign if you are in the presence of an authorized officer providing the Medallion Signature Guarantee.

I certify that the information provided herein is true and complete in all respects, and that I have read and understand, consent, and agree to all the terms and conditions of the **Program Description & Participation Agreement**.

\_\_\_\_\_  
Signature of new Authorized Legal Representative

\_\_\_\_\_  
Signature Guarantor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Date (mm/dd/yyyy)

**Have the Authorized Officer stamp here**